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MEMORANDUM FOR: Chief, Liaison Division  
CIA Librarian  
Chief, Document Division

SUBJECT: Responsibility for Handling Document Requests

1. Since the transfer of the dissemination function from the Liaison Division, some of the liaison officers have been referring CIA requests for the procurement of documents from outside Agencies to the Document Division for action. These requests, except for changes in the dissemination of copies of documents already being received, should continue to be handled by the liaison officers or by the CIA Library in accordance with arrangements made by the Liaison Division.
2. The Document Division is responsible for processing documents received by OGR for the Agency. Processing includes the dissemination of copies to interested offices and indexing the "Library Copy" into the CIA Library System. In this connection requests for changes in the number of copies of documents regularly being received are arranged for by the Document Division with the assistance of the Liaison Division, if necessary.
3. A CIA request for any document should be referred to the CIA Library where a copy may be on file and can be loaned to or copied for the requester. If the document is not on file in the Library or in process within OGR, the great majority of requests can be serviced by the CIA Library through regular channels to the outside agencies. These channels were originally established in many cases by the Liaison Division. When the CIA Library does not have an established channel or is unable for some other reason to service a request, it should be passed to the Liaison Division for action or assistance.

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